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21 January 1956

MEMORANDUM FOR: Project Director

FROM : Project Director of Administration

SUBJECT : Policy Determination Regarding Per Diem Payment to Personnel (Both Civilian and Military) at Location Watertown

- 25X1
- REFERENCES :
- (a) Memorandum to Project Director from Administrative Officer, Finance (same Subject Tab A) dated 8 September 1955
 - (b) Memorandum to Deputy Project Director from Administrative Officer, Finance, pertaining to travel situation (Tab B) dated 28 October 1955
 - (c) Memorandum for Director of Administration from Deputy Project Director (Tab C), [redacted]
 - (d) Memorandum to Director of Administration from Project Comptroller dated 21 December 1955 (Tab D)
 - (e) Teletype message to Watertown from Project Director dated 22 December 1955 (Tab E)
 - (f) Teletype message to Watertown from Project Director dated 6 January 1956 (Tab F)

1. Problem. The problem at this time, having been discussed throughout the Project and with other appropriate officials and resolved, involves only policy confirmation to provide all employees with a document that may be followed in the rendition and administration of travel accountings. The problem pertained to effecting a reasonable stipend for per diem at the subject location and in an equitable manner for both military and civilian personnel.

2. Discussion. The approval of the contents of Tab (a) established the general policy and waived certain provisions of Agency Regulations [redacted] for a period of six (6) months, during which period a continuing survey was maintained by Headquarters with assistance from several officials at subject location. Our position was considerably complicated

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through the employment of military and civilians on the Project which necessitated equalizing, insofar as possible, the per diem payable. Thought was given to the various possibilities as discussed in Tab (b) and it was concluded in Tab (c) that we were confronted with an unfortunate situation that apparently could not be overcome. Through several conversations, we arrived at the discussion enumerated in Tab (d) which was taken up with the General Counsel as to our legal position and then sanctioned informally by the Deputy Director/Support. Tab (e) merely discussed the possibility with officials at Watertown to see if suggestions could be arranged. Tab (f) advised Watertown that the plan had been approved to be effected 1 January 1956.

3. Policy. The per diem policy pertaining to subject location shall be as follows:

- (a) The contractor will be required to collect \$1.25 per day from each individual involved (officers, civilians and enlisted personnel) to begin the date the individual first occupies quarters and continuing through the night preceding date of departure, with all luggage and equipment, for duty at another location.
- (b) A stipend will be paid each individual at the rate of \$12.00 for the first 30 days, which need not be consecutive, at the location cited.
- (c) A stipend will be paid each individual involved beyond the 30-day period at the rate of \$10.00 in accordance with "Joint Travel Regulations" for military personnel and the "Standardized Government Travel Regulations" for civilians. Administrative determination has been made that this rate will continue until departure from the location or until applicable laws or regulations necessitate a change, whichever occurs first.

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(for) JAMES A. CUNNINGHAM, JR.

CONCURRED:

APPROVED:

PROJECT DIRECTOR

DEPUTY DIRECTOR/SUPPORT

GENERAL COUNSEL

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